

State Board of Accounts Questions and Answers for Webinar Chat Afternoon of November 4 and November 10, 2015

Linda Baker Presents Gateway and Annual Financial Report

gateway@sboa.in.gov for help with an ID if you don't have one

ibrctech@iupui.edu for help with Technical Support

100R

1. **Can the fiscal officer be the director or does it have to be the treasurer of the library board?**
Library Board President
2. **Is the tech support where you go to get your login?** No. You go to gateway@sboa.in.gov
3. **What address do you use on the 100R for employees?** Use the business address which is the library, not the home address.
4. **Does the attestation have to be submitted January 31?** Attestation needs to come in the next few days after submission of 100R. Postmarked within 5 days of submitting on Gateway.

Annual Financial Report

1. **New part of AFR is Risk Assessment. Can you give examples of documents?** For example, have to upload bank reconciliation and bank statement for December.
2. **I assume it still must be published in the newspaper?**
IC 5-3-1-3.5 specifies libraries and special districts must publish 60 days after the end of the calendar year, if they have a budget of at least \$300,000 and the power to levy taxes.
3. **How often is the user guide updated?** Every year.
4. **Where is the User Guide?** They are under the question icon labeled "Help."
5. **Does the Employee Data carry over from past year?** No.
6. **Are board members included on the employer list?** If they get paid for example, the treasurer.
7. **Is pension the same as deferred compensation?** No. If you only have deferred compensation then it is not reported.
8. The SBoA handouts are available on the LDO workshop webpage
www.in.gov/library/ldoworkshops.htm
9. **Do you have any suggestions for determining the infrastructure part of the capital assets?**
Books and Other: Used by Libraries for their collections of books, periodicals, CDs, etc. Based on the GASB 34 implementation guide, SBoA recommends that library books with an estimated useful life of more than one year be capitalized, even though the value of each book is nominal. We recommend the library keep an inventory of books showing additions and deletions through the year. At the end of the year, the library may record the net increase or decrease for the value of the collection in the capital asset ledger. Because we do not have a prescribed form for this inventory, each library has its own system.

Todd Caldwell and Susan Gordon Present on Internal Controls

IC 5-11-1-27 requires that after June 30, 2016 political subdivisions adopt internal controls and certify that personnel received training.

Certification occurs in the AFR in Gateway and will affect the one done in winter 2017.

Uniform Internal Control Standards for Indiana Political Subdivisions is found here

<http://in.gov/sboa/files/UniformInternalControlStandards.pdf>

1. **Is there a checklist to document the internal controls?** It will be like a personnel policy or handbook that the library board adopts. Document that library creates will outline what the does as far as internal controls. State Board of Accounts audits to test the controls to make sure library is in compliance with standards. Where is the checklist? It's part of the standards, see link above. Review the minimum standards document on SBoA website. The training for library

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personnel is the training that the library gives. It is somebody at your library giving training to your people.

2. **When will the state be providing this training?** This training is not provided by state but by the local library.
3. **When can we expect the approved training materials to be released as referenced in IC 5-11-1-27 (f)?** The minimum standards document is available now. SBoA is talking of issuing a webinar and it should be available in the next couple of months.
4. **Is there a set amount for purchase on a credit card?** Good to have as a policy. There is a credit card policy examples available online at <http://www.in.gov/library/3768.htm>

Claims were not presented to the Council. Have someone outside the disbursement process; go through the bank statement for disbursements to compare with what is approved by board. Also accounts payable document can track checks.

Are those people in jail now? Some did jail time.

Form 99A record of hours is a prescribed form that must be used are an approved alternative.

Steven Schmidt Presents on Statewide Remote Circulation System

How will SRCS affect Evergreen libraries? Evergreen libraries may feel the impact less since they are presently circulating to other libraries.